



Greater Victoria Acting Together



## GVAT Board of Directors Meeting December 2023

**Time:** 3:00 - 5:00

**Date:** Dec 18, 2023

**Zoom Link:** <https://us06web.zoom.us/j/3259436146?omn=84739178001>

**Timekeeper:** Yvonne Hsieh

### Attendees:

**Board Members:** Brigitte McKenzie (Chair), Yvonne Hsieh (Vice Chair), Stephen Tyler (Interim Treasurer), Eric Doherty (Board member), Tracey Scott (Secretary)

**Ex Officio Members:** Joyce Harris (Strategy Hub Liaison), Izzy Adachi (Organizer)

### Regrets:

Mike Glover (Board member), Beth Walker (COEDI Chair)

## MINUTES

### Actions

- Brigitte, Stephen and Izzy to organize a discussion around mission, vision and relationship with IAF with the Board, Strat Hub Co-Leads and ART Co-Leads
- Tracey to share Calendar with Strat Co-Leads, ART Co-Leads and COEDI Chair
- Organizer to coordinate GVAT training as a priority for 2024
- Tracey to update Planned priorities for 2024 - Board & Strat Hub (w/o outcomes).
- Brigitte, supported by Tracey to facilitate the Board in assigning leads and clarifying the 'definition of done' for each of the Board priorities for 2024 in January 2024.
- Brigitte to tell Tracey which folder to store the Board Skills Inventory
- Brigitte to ask the Anglican Church and Sonia Theroux if they know of candidates for Board Treasurer.
- Stephen to share the 2024 Budget and 2023 financial report with Strat Hub in January
- Brigitte, Stephen, Izzy to use the tools provided during the IAF NW Audit Meeting to do our own exercise to identify lessons applicable to GVAT and prepare to present next year.

| Item    | Lead     |
|---------|----------|
| Welcome | Brigitte |

| Item  | Lead     |
|---|----------|
| <b>Land Acknowledgement</b>   | Yvonne   |
| <b>Motion: Approve Consent Agenda</b><br>Status report from COEDI was not received and removed from Consent agenda.<br>Moved by Stephen. Seconded by Yvonne.  | Brigitte |
| <b>Motion: Approve Meeting Agenda</b><br>Moved by Eric. Seconded by Stephen   | Brigitte |
| <b>Organizer's Insights</b><br>Izzy requires clarification of dues structure, vision, mission, types of groups we want to seek for GVAT membership, the value proposition of GVAT membership and the desired relationship with IAF. Clarifying who makes which decisions and the Terms of Reference for each group within GVAT will help Izzy in doing her work.<br><br>Discussion: Recommendations for dues structure, criteria for GVAT membership and the value proposition of GVAT membership will be presented to the Board in January. The Board should lead a discussion with Strat Hub and ART Co-Leads regarding mission, vision and the relationship with IAF early in the new year.<br><br><b>Motion:</b> Brigitte, Stephen and Izzy to organize a discussion around mission, vision and relationship with IAF with the Board, Strat Hub Co-Leads and ART Co-Leads.<br>Moved by Stephen. Seconded by Tracey. Carried by a show of hands. | Izzy     |
| <b>Strat Co-Lead's Update</b><br>Co-leads are looking for candidates to take IAF training in Missoula in January, are interested in the ongoing work regarding criteria for Membership and are considering hosting a Delegates Assembly in the spring of 2024.  | Joyce    |
| <b>Board Calendar for 2024</b><br>Purpose: Confirm intent to use the Board Calendar in planning the Board and Strat Hub meetings and to provide opportunity to ask questions.<br><br><b>Motion:</b> Move the Board calendar for 2024 be accepted as received. Moved by Brigitte. Seconded by Tracey. Carried by a show of hands.<br><b>Action:</b> Tracey to share Calendar with Strat Co-Leads, ART Co-Leads and COEDI Chair   | Brigitte |
| <b>Strategic Priorities for the Board</b><br>Purpose: Identify any changes to the proposed Board priorities for 2024 based on the draft <i>Planned Priorities for 2024 - Board &amp; Strat Hub</i> and the <i>Status Report for Becoming Greater Report recommendations</i> .<br><br><b>Motion:</b> Make the following recommendations from the Becoming Greater Report Board priorities for 2024 <ul style="list-style-type: none"> <li>● 1.03 Implement Terms of Reference</li> <li>● 1.09 &amp; 3.01 Develop and implement a planning process / cycle</li> <li>● 2.04 Develop onboarding resources for volunteers</li> <li>● 1.05a Steward an organisation-wide engagement and decision process to deliberate, clarify and possibly make adjustments to Vision, Mission and</li> </ul>   | Brigitte |

| Item  | Lead     |
|---|----------|
| <p>Theory of Change.</p> <ul style="list-style-type: none"> <li>● 1.02 Clarify decision making principles and processes (Strat Hub etc)</li> <li>● 1.06, Group/Committee roles/responsibilities</li> <li>● 1.04 Leadership roles &amp; responsibilities</li> <li>● 1.10 Grow Board to a minimum of 7 members</li> <li>● 3.04 Develop a Code of Conduct</li> <li>● 3.05 Develop an EDI training/learning calendar</li> </ul> <p>Moved by Stephen. Second by Eric. Carried by a show of hands<br/> <b>Action:</b> Organizer to coordinate GVAT training as a priority for 2024<br/> <b>Action:</b> Tracey to update Planned priorities for 2024 - Board &amp; Strat Hub (w/o outcomes) report as above.<br/> <b>Action:</b> Brigitte, supported by Tracey to facilitate the Board in assigning leads and clarifying the 'definition of done' for each of the Board priorities for 2024 in January 2024.</p> |          |
| <p><b>Conduct Board Skills Inventory</b><br/> Purpose: Identify which skills we hope to attract to the Board using the results of the Board Skills Inventory as a guide.<br/> <b>Action:</b> Brigitte to tell Tracey which folder to store the Board Skills Inventory.</p>  | Brigitte |
| <p><b>Discussion: Recruiting Board Treasurer</b><br/> Purpose: Identify candidates for Board Treasurer.<br/> <b>Action:</b> Brigitte to ask Anglican Church and Sonia Theroux if they know of candidates</p>  | All      |
| <p><b>2024 Budget</b><br/> Purpose: Review budget for approval<br/> <b>Motion:</b> Approve the budget as presented.<br/> Moved by Stephen. Seconded by Eric. Carried by a show of hands.<br/> <b>Action:</b> Stephen to share the approved 2024 Budget with Strat Hub along with the financial report for 2023 in the new year.</p>   | Stephen  |
| <p><b>Reflections/Notes re: IAF NW Audit Meeting</b><br/> <b>Action:</b> Brigitte, Stephen, Izzy to use the tools provided to do our own exercise to identify lessons applicable to GVAT and prepare to present next year.</p>  | Brigitte |
| <p><b>Motion: Adjourn Meeting</b><br/> Moved by Tracey. Seconded by Yvonne.</p>   | Brigitte |
| <p><u>Optional</u> post-meeting debrief for any Board members who would like to participate</p>   | Brigitte |

**Consent Agenda:**

- November Minutes For approval (Tracey)
- Chairperson Status Report December 2023 .docx
- Status report: Treasurer (Stephen)
- Status report: Organizer (Izzy)

**Agenda Materials:**

- 2024 Board Calendar - Draft For Board Review

- Planned priorities for 2024 - Board & Strat Hub (w/o outcomes)
- Status Report for Becoming Greater Recommendations
- Board Skills Inventory - December 2023
- 2024 Budget
- Reflections/Notes re: IAF NW Audit Meeting December 13, 2023